

Appendix D – Cost Proposal
Section 1 – Introduction and Instructions

Table of Contents

| | |
|--|----------|
| 1.0 Staff and Cost Proposals..... | 1 |
| 1.1 Introduction | 1 |
| 1.2 Cost Workbook..... | 2 |
| 1.3 Cost Worksheets..... | 3 |
| 1.4 At-Risk Payment | 4 |
| 1.5 Invoicing - Implementation..... | 4 |

1.0 Staff and Cost Proposals

1.1 Introduction

The Project shall include cost proposals for project control, migration activities, and Warranty services. This includes, but is not limited to Systems Integration, Knowledge Transfer and Final Acceptance. The Respondent shall include all one-time Project proposal costs in the Respondent's Cost Proposal. Total Costs are required by the Judicial Council for evaluation and budget purposes. Additional detail of all costs is required for the Judicial Council to fairly and completely evaluate total Project costs. The Respondent is required to state any and all assumptions upon which its pricing is being determined in **RFP Appendix D Sections 1-4 ("Cost Workbook")** described below.

Respondents are required to submit proposed costs only in the Cost Workbook and shall include pricing for **all** of the following:

- 1) System Implementation
 - a. Prepare
 - b. Explore
 - c. Realize
 - d. Deploy
 - e. Run: Go-Live
- 2) Post-Deployment Warranty and Support

Respondents shall provide costs for all components and shall include all one-time, deployment and application migration costs.

The Judicial Council is soliciting proposals for 2 scenarios: migrating its on-premise ECC ERP to Suite on HANA ("SoH") and, alternatively, to S/4HANA ("S4"). Each requirement (see **Vendor Response Matrices, RTM Sections 1 – 4**) indicates a column for the Respondent to indicate whether the requirement applies to one or both scenarios. Respondents shall provide costs associated with migrating to Suite on HANA, and separately, costs for migrating to S/4 HANA when addressing the respective requirements.

Separate and clearly marked and named **Appendix D4 – Cost Proposal Response Templates** are required for each scenario:

Scenario 1: Migrating Phoenix ECC ERP on-premise to SAP Suite on HANA and SAP BW on HANA [Respondent to name as **Appendix D4 – Cost Proposal Response Template SoH**]

Scenario 2: Migrating Phoenix ECC ERP on-premise to SAP S/4HANA and SAP BW on HANA [Respondent to name as **Appendix D4 – Cost Proposal Response Template S4**]

System Implementation costs shall be Not-To-Exceed (NTE) with payments based on completed and accepted deliverables as proposed in the Deliverables Payment Table located in **Appendix**

D4 – Cost Proposal Response Template [Tab 3. Implementation]. The Judicial Council reserves the right to disqualify any submission that does not include NTE proposal pricing.

All Respondents shall provide fixed Hourly Rates to the Judicial Council for work to be performed during migration. In addition, these rates shall be available for the full term of the Project for the Judicial Council to use for post-migration and post-acceptance activities as necessary.

Please note the following pricing requirements:

- The Judicial Council may reject any proposal that requires payment in advance for services yet to be rendered. All payments for services must be in arrears.
- The Judicial Council expects to pay for any applicable software license(s) at or following productive use (go-live).
- All rates shall be blended rates, inclusive of travel, lodging, meals, supplies, etc. The JCC will not pay expenses in addition to quoted hourly rates and/or monthly costs.

1.2 Cost Workbook

In order to derive the Phoenix Cloud Services proposal costs, the Judicial Council has provided Resource and Cost estimation and planning workbooks for respondents to use as part of **Appendix D**. Collectively, they are referred to as the “**Cost Workbook**”:

- **Appendix D2** - Resource Planner [Rates Tab];
- **Appendix D3** - Schedule Planner [Hours Tab];
- **Appendix D4** – Cost Proposal Response.

Respondents must provide responses for all components of the Project proposal costs, as required in the Cost Workbook. The Respondent must submit separate **Appendix D – Cost Proposal Response Templates** for Scenario 1 and Scenario 2. It is mandatory for the Respondent to provide Total Costs for all sections in the completed Cost Workbook. A ‘zero-bid’ is not an acceptable response.

The Cost Workbook and supporting workbooks includes multiple pre-formatted Excel worksheets (“Cost Worksheets”) as outlined below:

| Cost Workbook | |
|---------------|---|
| Worksheet TAB | Appendix D2 - Resource Planner |
| [RATES] | Worksheet for Respondent to propose Project-Term resource Rates by Resource Classification. Resource rates are entered monthly and are blended rates including travel. The worksheet computes a base-rate, established as the lowest rate for the Project term. This Base rate is applied to the Resource Classification indicated in Appendix D3 - Schedule Planner . |
| Worksheet TAB | Appendix D3 - Schedule Planner |

| | |
|-------------------------|---|
| [HOURS] | Worksheet for Respondent to propose Project-Term, per-month, hours for Project Resource Classifications. Hours and Total Costs are calculated by Classification, by month and JCC Fiscal Year. All Resource hours anticipated by the Respondent are to be entered monthly for the Project term. |
| Worksheet TAB | Appendix D4 – Cost Proposal Response Template |
| 1. Cover Page | The worksheet that sets out the requirements for the Cover Page to be included as part of the Cost Proposal. A "wet" signature must be included in the "Original" copy of the Cost Proposal. |
| 2. Total Cost Summary | The worksheet that summarizes the Respondent's not-to-exceed Cost (NTE) Proposal based on the implementation deliverables. |
| 3. Implementation | Using the Schedule Planner (D3) and Resource Planner (D2), Respondent shall derive one-time Project costs. Respondent shall do all of the following for all one-time deliverables in the Respondent's response to RFP Appendix A : <ol style="list-style-type: none"> 1) Indicate the fixed fee for each deliverable. 2) Note when the work is expected to be completed. For purposes of this Workbook, the dates should be tied to the completion of the underlying work as shown in the Schedule Planner (D3). |
| 4. Labor Category Rates | Using the Resource Planner (D2), the Respondent shall derive their proposed base, blended hourly rate for resource classifications. Respondent shall itemize hourly rate structures for proposed personnel. Blended rates must be provided for on-site work (including travel expenses) and off-site work (not including travel expenses). |
| 5. Cost Assumptions | Worksheet for Respondent to itemize all Respondent Cost Assumptions upon which its pricing is dependent. |

In order to identify the Total Costs, various One-time Cost categories are included in the cost worksheets. Instructions for completing the cost worksheets are provided with the Cost Workbook.

1.3 Cost Worksheets

Respondents are responsible for entering cost data in the format prescribed by the Cost Workbook. Formulas have been inserted in the appropriate cells of the worksheets to automatically calculate summary numbers, and typically should not be altered. Further instructions for entering cost data are included in the worksheets. It is the sole responsibility of the Respondent to ensure that all mathematical calculations are correct and that the Bid Amounts

for the RFP are reflected in the Total Costs in **Appendix D – Cost Proposal Response Template** [Tab 2. Total Cost Summary].

Completion of **Appendix D**, Cost Workbook and worksheets is mandatory. Costs shall include all applicable purchase, delivery, tax, services, safety, license, travel, per diem, Respondent's staff training, and any other expenses associated with the delivery and implementation of the proposed items must be included in the Respondent's NTE and fixed Hourly Rates.

1.4 At-Risk Payment

All payments shall be "At-Risk". Invoices are subject to a Holdback (percentage as defined in **Appendix D – Cost Proposal Response Template**. For the Project Implementation Phase, all "At-Risk" payments for Implementation shall be paid upon completion of all Final Acceptance Deliverables.

1.5 Invoicing - Implementation

Invoicing for planning, migration, and implementation shall be invoiced based on accepted deliverables and/or phases as defined in the **Appendix D** [Tab 3. Implementation] Deliverables Payment Table.

All invoices are subject to a Holdback (percentage as defined in **Appendix D** [Tab 2. Total Cost Summary] which shall be paid at Final Acceptance. Vendors shall NOT invoice for Holdbacks until they have successfully completed all Final Acceptance Deliverables and obtained a signed Final Acceptance Document.